



Emergency Management Otago

Te Rākau Whakamarumaru Ōtākou

Civil Defence Emergency Management Joint Committee MINUTES

**Minutes of an ordinary meeting of the Civil Defence Emergency Management Committee
held in the Council Chamber, Level 2 Philip Laing House,
144 Rattray Street, Dunedin on Friday 29 August 2025, commencing at 1:00 PM.**
[The recording for this meeting is available here on the ORC YouTube Channel](#)

PRESENT

Cr Gretchen Robertson	<i>(Chair, Otago Regional Council)</i>
Mayor Jules Radich	<i>(Mayor, Dunedin City Council)</i>
Mayor Tamah Alley	<i>(Mayor, Central Otago District Council)</i>
Mayor Gary Kircher	<i>(Mayor, Waitaki District Council)</i>

1. KARAKIA TĪMATANGA - OPENING

Chair Robertson welcomed Mayors, members of the public and staff to the meeting at 1.00 pm with a karakia. Attendees included Mayor Jules Radich, Mayor Gary Kircher Mayor Tamah Alley, Peter Kelly and Mike Theelan. Staff present included Richard Saunders (Chief Executive), Matt Alley (Group Manager, Emergency Management Otago) and Kylie Darragh (Governance Support Officer).

Staff online were Chris Booker (Emergency Management Advisor, Emergency Management Otago), Claire Charleton (Emergency Management Advisor, Emergency Management Otago), Courtenay Jamieson (Team Leader - Central, Emergency Management Otago), Erica Andrews (Stakeholder Engagement Advisor, Emergency Management Otago), Glenn Mitchell (Team Leader Group Office, Emergency Management Otago), John Mawhinney (Readiness and Response Advisor, Emergency Management Otago), Mary Ferguson (Support Coordinator, Emergency Management Otago), Mel Banks (Lifeline Program Lead, Emergency Management Otago) and Paula Cathie (Team Leader - Coastal, Emergency Management Otago).

2. APOLOGIES

The apologies for Byran Cadogan, Simon Chambers, Sandy Graham, Steve Hill, Glynn Lewers, Glenn Mitchell and Alex Parmley, were noted.

3. CONFIRMATION OF AGENDA

The agenda was confirmed as published.

4. CONFIRMATION OF MINUTES

Resolution: Mayor Tamah Alley Moved, Mayor Gary Kircher Seconded

That the minutes of the Joint Committee meeting held on 12 June 2025 be received and confirmed as a true and accurate record.

MOTION CARRIED

5. COMMITTEE TERMS OF REFERENCE

The Committee Terms of Reference were noted.

6. ACTION ITEMS

Open actions from resolutions of the Committee were reviewed. No changes were noted.

7. REPORT ITEMS

7.1. Group Manager Report

[YouTube 1:20] The report updated the Joint Committee on work activity completed for the year-to-date 2025. Matt Alley (Group Manager Emergency Management) was available for questions.

Resolution CDEM25-116 Cr Robertson Moved, Mayor Tamah Alley Seconded

That the Joint Committee:

- 1) **Receives** this report.
- 2) **Notes** the work plan update.
- 3) **Notes** the Severe Weather Event after action report (AAR) impact assessment.

MOTION CARRIED

7.2. Finance Report

[YouTube 22:26] The report provided an updated overview of the financial performance of the Emergency Management Group for the financial year ending June 2025. It included actuals against budget, key variances, and updated the previously reported position to reflect final year-end data. Matt Alley (Group Manager Emergency Management) was available for questions.

Resolution CDEM25-117: Mayor Tamah Alley Moved, Mayor Jules Radich Seconded

That the Joint Committee:

- 1) **Notes** this report.

MOTION CARRIED

7.3. Lifelines Update

[YouTube 23:27] The report informed the Joint Committee of the Lifelines programme activity (planned and underway) which included an update from the Otago Lifeline Utilities Group meeting on 11 June 2025. Mel Banks (Lifelines Program Lead) was available for questions.

Resolution CDEM25-118 Mayor Tamah Alley Moved, Cr Robertson Seconded

That the Joint Committee:

- 1) **Receives** this report.
- 2) **Notes** the updates from the Otago Lifeline Utilities Group minutes.

MOTION CARRIED

7.4. 2025 EMO Community Resilience Survey

[YouTube 27:52] The report presented the results of the 2025 Emergency Management Otago Community Resilience Survey. Erica Andrews (Stakeholder Engagement Advisor) shared a PowerPoint on results of the survey and was available for questions.

Resolution CDEM25-119: Mayor Tamah Alley Moved, Mayor Gary Kircher Seconded

That the Joint Committee:

- 1) **Receives** this report.

MOTION CARRIED

7.5. NEMA Update

[YouTube 43:20] The report updated the latest activity and matters that the National Emergency Management Agency (NEMA) is working on. Sean O'Halloran Senior Advisor – Regional Engagement National Emergency Management Agency was available to respond to questions on the report.

Resolution CDEM25-120: Mayor Tamah Alley Moved, Mayor Jules Radich Seconded

That the Joint Committee:

- 1) **Notes** this report.

MOTION CARRIED

7.6. Coordinating Executive Group (CEG) Chair Report

[YouTube 45:50] The report provided an update on the key activities and developments of the Otago Civil Defence Emergency Management Group since the last executive update in June 2025. It reflected progress across readiness, response, welfare coordination, critical infrastructure resilience, training capacity, and national legislative engagement. Matt Alley (Group Manager Emergency Management) was available for questions.

Resolution CDEM25-121: Mayor Tamah Alley Moved, Mayor Jules Radich Seconded

That the Joint Committee:

- 1) ***Receives*** this report.

MOTION CARRIED

7.7. Appointment of Local Controller

[YouTube 47:00] The paper requested the appointment of William (Bill) Nicoll as a local controller for the Queenstown Lakes District Council. Matt Alley (Group Manager Emergency Management) was available for questions.

Resolution CDEM25-122: Mayor Gary Kircher Moved, Mayor Jules Radich Seconded

That the Joint Committee:

- 1) ***Approves*** the appointment of William Nicoll as a Local Controller for the Queenstown Lakes District.

MOTION CARRIED

8. NEXT MEETING

The next meeting is on Thursday 4 December 2025 from 3:00 to 5:00 pm.

9. KARAKIA WHAKAMUTUNGA - CLOSING

There was no further business and Chair Robertson declared the meeting closed at 1:53 pm.



Chair

30-09-2025

Date



Chief Executive

9 October 2025

Date